

Naval Education and
Training Command

NAVEDTRA 13099-E
February 1997
0503-LP-003-5280

Nonresident
Training Course
(NRTC)



Equal Opportunity in the Navy

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Although the words "he," "him," and "his" are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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NAVAL EDUCATION AND TRAINING
PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER
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PENSACOLA FL 32509-5237

9 Jun 99

ERRATA #2
Stock Ordering No.
0503-LP-003-5282

Specific Instructions and Errata for
Nonresident Training Course

Equal Opportunity in the Navy, NAVEDTRA 13099-E

1. No attempt has been made to issue corrections for errors in typing, punctuation, and so forth, which do not affect your ability to answer the question or questions.
2. To receive credit for deleted questions, show this errata to your local course administrator (ESO/scorer). The local course administrator is directed to correct the course and answer key by indicating the questions deleted.
3. Assignment Booklet, NAVEDTRA 13099-E

Make the following changes:.

<u>Questions</u>	<u>Changes</u>
1-16	Change answers to read: <ol style="list-style-type: none">1. An administrative warning.2. A letter of caution.3. Lowered FITREP/evaluation marks.4. Any of the above.
1-32	In stem of the question, line 2, change the word "country" to read "community."
1-43	Change the following answer choices order: <ol style="list-style-type: none">1. Semiannually2. Biannually3. Monthly4. Annually

- 2-2 In stem of the question, after "If the object of a," add "formal."
- 2-16 Change to read: Which of the following officers is responsible for training at command levels that reinforce EO/Sexual Harassment prevention principles and requirements?"
- 2-24 Change to read, "What activity controls and standardizes the Navy's EO training procedures and materials?"
- 2-30 Change answers to read:
1. 30
2. 60
3. 90
4. 15
- 2-32 In the stem, change the word "must" to "should".
- 2-33 After the submission of a formal complaint, commands will commence, or cause the commencement of, an investigation within:
1. 48 hours.
2. 72 hours.
3. 3 working days.
4. both 2 & 3 are correct.
- 2-37 In the stem, change "14" to "20." Change answers to read:
1. SITREP.
2. A naval letter.
3. A standard complaint form.
4. OPREP.
- 2-43 In line 2 of the stem, change the word "formally" to read "formerly."
- 2-48 In stem of question, line 2, change "what maximum number of" to "at least how many."
- 2-51 In the stem, change "sexual harassment" to "behavior."
- 2-52 In the stem, change "sexual harassment" to "behavior."
- 2-53 In the stem, change "sexual harassment" to "behavior."

EQUAL OPPORTUNITY IN THE NAVY

NAVEDTRA 13099-E

Prepared by the Naval Education and Training Professional Development
and Technology Center (NETPDTC), Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the associated text or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The text for this course is the *Navy Equal Opportunity Manual*, OPNAVINST 5354.1D. The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS: After studying the associated text, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the text. You may refer freely to the text and seek advice and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the

answers of others and from giving answers to anyone else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

ANSWER SHEETS: You must use answer sheets designed for this course (NETPMSA Form 1430/5, Stock Ordering Number 0502-LP-216-0100). Use the answer sheets provided by Educational Services Officer (ESO), or you may reproduce the one in the back of this course booklet.

SUBMITTING COMPLETED ANSWER SHEETS: As a minimum, you should complete at least one assignment per month. Failure to meet this requirement could result in disenrollment from the course. As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time.

GRADING: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, your ESO will list the questions you answered incorrectly and give you an answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

COURSE COMPLETION: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should

give you credit for this course by making the appropriate entry in your service record.

NAVAL RESERVE RETIREMENT CREDIT: If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 3 points. (Refer to BUPERSINST 1001.39 for more information about retirement points.)

STUDENT QUESTIONS: If you have questions concerning the administration of this course, consult your ESO. If you have questions on course content, you may contact CNET at:

DSN: 922-8092

Commercial: (904) 452-8092

FAX: 922-2510

INTERNET: cnet.ooq@smtp.cnet.navy.mil

COURSE OBJECTIVES: In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following subjects: Equal opportunity (EO) responsibilities of commanders; additional EO responsibilities of shore commanders; command managed equal opportunity (CMEO); prevention of sexual harassment; Navy complaint procedures (informal and formal); incident handling and reporting (a commander's guide); Navy EO training; EO issues; definition of terms; Navy EO/Sexual Harassment Formal Complaint Form (NAVPERS 5354/2); discrimination/sexual harassment message reporting guidelines; EO assistants duties and responsibilities; CMEO officer duties and responsibilities; EO resources; EO checklist; sample plan of the day notes; and guidelines for the command investigating officer.

Naval courses may include several types of questions--multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. You can readily identify the type of each question, and the action required, by reviewing of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternative answers, one of which is the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-1. The first U.S. Navy nuclear-powered vessel was what type of ship?

1. Carrier
2. Submarine
3. Destroyer
4. Cruiser

Indicate in this way on your answer sheet:

	1	2	3	4
	T	F		
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false, the entire statement is false. Make your decision, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-2. Shock will never be serious enough to cause death.

1. True
2. False

Indicate in this way on your answer sheet:

	1	2	3	4
	T	F		
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. Your task is to select the item in column B which is the best match for the item in column A. Items in column B may be used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on your answer sheet.

SAMPLE

In answering questions s-3 through s-6, SELECT from column B the department where the shipboard officer in column A functions. Responses may be used once, more than once, or not at all.

A. OFFICER

B. DEPARTMENT

- | | |
|-------------------------------|---------------------------|
| s-3. Damage Control Assistant | 1. Operations Department |
| s-4. CIC Officer | 2. Engineering Department |
| s-5. Disbursing Officer | 3. Supply Department |
| s-6. Communications Officer | 4. Navigation Department |

Indicate in this way on your answer sheet:

	1	2	3	4
	T	F		
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> _ _ _
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _

ASSIGNMENT 1

Textbook Assignment: Navy Equal Opportunity Manual, OPNAVINST 5354.1D (Basic Instruction); Appendix A "Definition of Terms"; Section I, "Equal Opportunity Responsibilities of Commanders"; Section II, "Additional Equal Opportunity Responsibilities of Shore Commanders"; Section III, "Command Managed Equal Opportunity (CMEO)"; and Section IV, "Prevention of Sexual Harassment."

Learning Objective: Recognize the terms and definitions used in the study of equal opportunity.

IN ANSWERING QUESTIONS 1-1 THROUGH 1-8, SELECT THE TERM FROM THE CHOICES GIVEN THAT MATCHES THE DEFINITION IN THE QUESTION.

- 1-1. The right of personnel to participate in, and benefit from, programs and activities for which they are qualified.
1. Equal opportunity
 2. Sexual politics
 3. Discrimination
 4. Demographics
- 1-2. The head of an individual ship, unit, or activity.
1. Agent
 2. Deputy
 3. Commander
 4. Supervisor
- 1-3. A group that is socially set apart by others and/or by itself, primarily on the basis of cultural or nationality characteristics.
1. Ethnic group
 2. Sexist group
 3. Racist group
 4. Minority group
- 1-4. A system of beliefs, feelings, and action orientations regarding the members of a particular group.
1. Bias
 2. Mind-set
 3. Prejudice
 4. Stereotype
- 1-5. A preconceived generalization associated with a racial or ethnic group that goes beyond existing evidence.
1. Nondescript
 2. Stereotype
 3. Concept
 4. Idea
- 1-6. An act, policy, or procedure that arbitrarily denies equal treatment to an individual because of race, color, religion, gender, age, or national origin.
1. Discrimination
 2. Prosecution
 3. Prejudice
 4. Judgment
- 1-7. The action process by a chain of command that considers individual complaints of discrimination and act upon them.
1. Complaint procedure
 2. Fact finding
 3. Hearing
 4. Mast
- 1-8. Factors such as age, race, ethnicity, gender, rank, paygrade, and designator/rating.
1. Demographics
 2. Prima Facie
 3. Hard Data
 4. De facto
- 1-9. What appendix of the Navy Equal Opportunity Manual provides the definition of EO terms?
1. A
 2. B
 3. B
 4. D

Learning Objective: State the equal opportunity responsibilities of commanders.

- 1-10. What is the purpose of the Navy's Equal Opportunity Program?
1. To promote protection for minorities
 2. To promote an environment in which personnel can perform to their maximum ability
 3. To promote good command morale and quality of life
 4. Both 2 and 3 above
- 1-11. Who is responsible for ensuring that all members of a command are knowledgeable of their rights to submit a formal complaint?
1. The commander
 2. The personnel officer
 3. The legal officer
 4. The division officer
- 1-12. Performance evaluations and fitness reports should be based on which of the following factors?
1. Superior resource management
 2. Demonstrated performance only
 3. Demonstrated performance and collateral duties
 4. Both 2 and 3 above
- 1-13. Commanders should ensure CMEC command assessment POA&Ms are reviewed at least (a) how often and (b) retained for a minimum of how many months?
1. (a) Monthly (b) 12
 2. (a) Quarterly (b) 24
 3. (a) Annually (b) 36
 4. (a) Biennially (b) 48
- 1-14. The primary key to preventing discrimination within a command is which of the following commander's responsibilities?
1. To assign numerous senior petty officers
 2. To assign only competent petty officers
 3. To pay personal attention to each aspect of the program
 4. To personally train all personnel
- 1-15. Rewarding personal accomplishments without regard to race, ethnic background, or gender can strengthen the Navy in which of the following ways?
1. By retaining experienced personnel
 2. By extending ceremonial time
 3. By balancing the work load between all ethnic groups
 4. Each of the above

- 1-16. In a case where an officer has failed to comply with EO policies and counseling has proved ineffective, a commander may take which of the following administrative actions?
1. An administrative warning only
 2. A letter of caution only
 3. A court-martial only
 4. An administrative warning, a letter of caution, or a court-martial
- 1-17. Who is responsible for the command managed equal opportunity system appointments and establishment?
1. The CMEC officer
 2. The CMEC team
 3. Both 1 and 2 above
 4. The commander
- 1-18. Newly reporting personnel must attend the Navy's rights and responsibilities workshops within a period not to exceed what number of days of their reporting?
1. 7
 2. 30
 3. 90
 4. 120

Learning Objective: Describe the additional equal opportunity responsibilities of shore commanders.

- 1-19. In addition to their normal EO responsibilities, shore commanders have an expanded role for which of the following reasons?
1. Their relationship with the civilian community only
 2. The number of civilian workers on board only
 3. Both 1 and 2 above
 4. The local media
- 1-20. The first concern of a shore commander responsible for an overseas command is to ensure which of the following requirements is/are maintained?
1. All services are provided
 2. No discrimination exists
 3. No violation of the Status of Forces Agreement exists
 4. All of the above

- 1-21. Commanders should ensure that service facilities are operated in what manner?
1. Politically correct
 2. Nondiscriminatory
 3. Majority rules
 4. Seniority rules
- 1-22. Commanders assist individuals with discrimination/sexual harassment complaints by providing which of the following types of assistance?
1. Legal advice
 2. A legal counsel
 3. Payment of court costs
 4. All of the above
- 1-23. As the Navy's official EO representative, the shore commander strives to achieve what function for Navy personnel in the community?
1. Fair and reliable transportation
 2. Fair pricing for products
 3. Fair pricing for housing
 4. Fair treatment
- 1-24. Which of the following officials may start a civil law suit for discriminatory action caused by a business organization?
1. A state senator
 2. A state governor
 3. A U.S. Representative
 4. The U.S. Attorney General
- 1-25. Which of the following basic directives gives commanders guidance and outlines specific policies concerning discrimination in housing?
1. OPNAVINST 11101.13
 2. OPNAVINST 11101.21
 3. DOD DIRECTIVE 1100.16
 4. Each of the above
- 1-26. Which of the following basic directives contains the procedures for beginning legal proceedings for a civil rights violation?
1. OPNAVINST 1620.1
 2. OPNAVINST 5350.5
 3. SECNAVINST 5350.7
 4. SECNAVINST 5360.7
- 1-27. The local commander should coordinate with what agencies regarding discrimination of off-base military personnel?
1. Federal agencies
 2. Military services
 3. Both 1 and 2 above
 4. State health and rehabilitative services
- 1-28. What basic instruction provides guidance for initiating a civil suit against a business that has demonstrated discrimination?
1. SECNAVINST 5350.7
 2. OPNAVINST 5354.3
 3. SECNAVINST 5430.57
 4. OPNAVINST 7710.7
- 1-29. In a spirit of cooperation, commanders often interact with civil groups by granting which of the following privileges?
1. Permitting the use of base facilities by charitable organizations
 2. Granting requests for Navy band appearances
 3. Granting request for drill units and color guard
 4. All of the above
- 1-30. Commanders can find guidance in what basic instruction when considering "off-limits" sanctions?
1. SECNAVINST 5350.7
 2. OPNAVINST 11101.21
 3. DOD Directive 1100.16
 4. OPNAVINST 1620.2
- 1-31. Which of the following actions may a commander use in a case involving an individual that participates in a supremacist cause group?
1. An administrative warning
 2. A letter of reprimand
 3. Separation
 4. Each of the above
- 1-32. When discrimination is suspected in a host country, commanders should take which of the following actions?
1. Meet with the host country senior official for resolution
 2. Meet with local individuals and groups to gain their support in fighting discrimination
 3. Ensure that the senior officer present takes immediate action
 4. Submit the necessary reports to the nearest joint service law enforcement organization

Learning Objective: Recognize elements of Command Managed Equal Opportunity (CMEO).

- 1-33. Which of the following CMEO elements is/are performed by the command training team?
1. Analyses
 2. Training
 3. Action planning
 4. All of the above
- 1-34. The Navy's Equal Opportunity Program was developed in phases; phase I and II are completed. What is the title of the current Navy Equal Opportunity Program?
1. Affirmative Action Plan
 2. Equal Opportunity Action Plan
 3. Command Managed Equal Opportunity
 4. Human Resource Management Program
- 1-35. The CMEO program was initially established for what reason?
1. To prevent racial conflicts
 2. To promote equal opportunity
 3. To eliminate overt racism
 4. To promote racial harmony
- 1-36. The Command Training Team (CTT) has the responsibility for performing which of the following functions for the command?
1. Provides sexual harassment training only
 2. Provides Navy rights and responsibilities workshops and sexual harassment training
 3. Provides training for sexual harassment and public relations only
 4. Provides training for sexual harassment and command correspondence only
- 1-37. To be a CTT member an individual must possess which of the following qualifications?
1. Have at least 24 months left on board prior to PRD
 2. Have no NJP within the past 36 months
 3. Possess good communication and team building skills
 4. Be in paygrade E-7 or above

- 1-38. Individuals assigned to a CTT receive their training either from a CNET activity or from what other source?
1. Navy Campus
 2. A person possessing an NEC of 9515
 3. A mobile training unit
 4. Any naval education and training detachment
- 1-39. Individuals must repeat their formal CTT instruction if they have not performed as a CTT member for more than what number of months?
1. 12
 2. 24
 3. 36
 4. 48
- 1-40. What are the basic goals of the CMEO program?
1. To establish and maintain EO and achieve a good set of demographics
 2. To attain improved mission effectiveness and a uniform means of reporting
 3. To establish and maintain EO and to attain improved mission effectiveness and readiness
 4. To ensure that the CTT and CAT members are trained and qualified
- 1-41. The Command Assessment Team (CAT) performs the task of collecting information about the command from which of the following area(s)?
1. Discipline reports only
 2. Discipline reports and retention data only
 3. Discipline reports, retention data, and demographics only
 4. Discipline reports, retention data, demographics, and attitudinal surveys
- 1-42. The CMEO program is designated as a special interest item during command inspections. Which of the following entities is responsible for conducting this inspection?
1. CINC
 2. ISIC
 3. TYCOM
 4. CNO

1-43. Command Assessment Team surveys are accomplished at least how often?

1. Annually
2. Semiannually
3. Biannually
4. Biennially

1-44. The CMEO officer appointed to assist the executive officer at a small command should be which of the following persons?

1. A CPO with at least 4 years service in rate
2. An officer with 2 years of service
3. An EO specialist
4. A CMC or COB

1-45. All CAT members are appointed in writing and will attend formal CAT instruction through which of the following facilities?

1. CNTT
2. CNET
3. Command CMEO office
4. Type commander

Learning Objective: State the factors that define behavior as sexual harassment and the supervisor's role and responsibility in dealing with such a situation.

1-46. Which of the following persons has the responsibility to provide an environment free from sexual harassment?

1. The commander
2. The supervisor
3. The subordinate
4. Each of the above

1-47. Sexual harassment is a form of sex discrimination that involves sexual advances that are characterized by which of the following behaviors?

1. Unwelcomed
2. Welcomed
3. Solicited
4. Unsolicited

1-48. Both commanders and supervisors have what responsibility when dealing with sexual harassment policies?

1. To get the facts and pass the case on to the next in the chain of command
2. To ensure personnel understand the policies and knowledge that sexual harassment will not be tolerated
3. To record the facts in a supervisor's performance log
4. To report the incident to the next supervisory level for investigation and resolution

1-49. When a sexual harasser is found guilty of offering rewards for sexual favors, it is considered an offense of what article of the Uniform Code of Military Justice?

1. Article 134
2. Article 133
3. Article 128
4. Article 92

1-50. What is the supervisor's leadership role in preventing sexual harassment?

1. To set a standard of exemplary behavior
2. To participate in ongoing harassment
3. To correct only blatant examples of subtle harassment
4. All of the above

ASSIGNMENT 2

Textbook Assignment: Navy Equal Opportunity Manual, OPNAVINST 5354.1D (Basic Instruction); Section V, "Navy Complaint Procedures (Informal and Formal)"; Section VI, "Incident Handling and Reporting (A Commander's Guide)"; Section VII, "Navy Equal Opportunity Training"; "Section VIII, "Equal Opportunity Issues"; Appendix B "Navy Equal Opportunity (EO)/Sexual Harassment (SH) Formal Complaint Form (NAVPERS 5354/2"; Appendix C, "Discrimination/Sexual Harassment Message Reporting Guidelines"; Appendix D, "Equal Opportunity Assistants (EOAs) Duties and Responsibilities"; Appendix E, "CMEO Officer Duties and Responsibilities"; Appendix G, "Equal Opportunity (EO) Checklist"; Appendix I, "Sample Plan of the Day Notes"; and Appendix J, "Guidelines for the Command Investigating Officer (IO)."

Learning Objective: State what assistance is available to an individual when submitting Navy complaint procedures.

- 2-1. A complaint may be initiated by only a commissioned officer or an enlisted person in the Navy.
1. True
 2. False
- 2-2. If the object of a complaint is toward the complainant's immediate supervisor, what action should be taken?
1. Request to meet with the equal opportunity officer
 2. Submit a formal complaint to the commander
 3. Present the complaint to the department head
 4. Request captain's mast
- 2-3. The IRS skills booklet provides step-by-step guidance for resolving not only sexual harassment issues, but also work place conflicts.
1. True
 2. False
- 2-4. The Navy EO or SH Formal Complaint Form is for which of the following personnel?
1. Civilian personnel only
 2. Commissioned officers only
 3. Enlisted personnel only
 4. Both 2 and 3 above
- 2-5. You are a complainant using the informal complaint procedure. Your first attempt at resolving the complaint should be with which of the following individuals?
1. With the EO officer
 2. With your commanding officer
 3. With the person(s) involved
 4. With your immediate supervisor
- 2-6. The complainant has which of the following responsibilities when it comes to resolving a complaint?
1. To advise the command of the specifics of the complaint
 2. To provide the command the opportunity to rectify or take the appropriate action
 3. Both 1 and 2 above
 4. To attempt to have the issue resolved at the highest level in the chain of command
- 2-7. You are the complainant in an informal complaint procedure that was resolved by the commanding officer, but you consider the resolution unjust. Who is responsible for advising you of your right to submit a formal complaint?
1. Your commanding officer
 2. Your command legal advisor
 3. Your equal opportunity program specialist
 4. Your command managed equal opportunity training facilitator

2-8. A person has used the informal resolution procedures with the assistance of the work center supervisor and did not resolve the complaint. What is the next course of action the person should take to have the complaint reviewed?

1. Submit a written complaint to the work center supervisor
2. Submit a request for CO's mast
3. Request compensation from the local personnel office
4. Request an investigation by the Judge Advocate General's office

2-9. Petty Officer Mary N. Christmas received a discharge from the Navy under other than honorable conditions; she now wishes to appeal her discharge and have the discharge classification changed to honorable. Which of the following authorities could supply the forms and instructions necessary for her to apply for redress?

1. The Judge Advocate General
2. The Board for Correction of Naval Records
3. The Naval Council of Personnel Boards
4. Both 2 and 3 above

2-10. A person on active duty may directly communicate with the commanding officer using which of the following publications?

1. UCMJ, Article 134
2. NAVREGS, Article 1151
3. NAVREGS, Article 1152
4. UCMJ, Article 91

Learning Objective: Explain the difference between a serious and minor discrimination/sexual harassment incident.

2-11. When dealing with cases of reprisal, what statement best describes the policy that commanders must exercise?

1. Tolerance will be based on the seriousness of the act
2. Tolerance will be based on past violations
3. Reprisals will be based on the complainants threshold
4. Reprisals will not be tolerated

2-12. Racial incidents of a serious nature should be reported using which of the following Navy directives?

1. OPREP-3, NAVY BLUE
2. OPREP-3, NAVY WHITE
3. SECNAVINST 5350.10
4. SECNAVINST 5350.11

2-13. When a minor incident occurs, the person should be referred to which of the following areas of assistance to resolve the incident?

1. CO's request mast
2. A specific UCMJ article
3. The Informal Resolution System
4. A private meeting between the division officer and the violator

2-14. To create a reprisal-free atmosphere, the commanding officer should initiate which of the following actions?

1. Immediately order a mental health exam for any violators
2. Periodically restate command policy against acts of reprisal
3. Retain a person awaiting resolution of a complaint at the command
4. Emphasize the negative effects of offensive behavior

Learning Objective: Describe the Navy's EO training program for individuals and managers.

2-15. The Navy's attempt to provide EO training to everyone in the Navy is based on which of the following factors?

1. The person's career path
2. The various duty assignments
3. The person's leadership and responsibility level
4. The number of training seats available

- 2-16. Which of the following officers is responsible for EO training needed to advise commands on EO/Sexual Harassment prevention issues?
1. Commanding officer of various Naval Technical Training Centers
 2. Chief of Naval Technical Training
 3. Chief of Naval Education and Training
 4. Commanding Officer, Naval Education and Training Professional Development and Technology Center
- 2-17. The EO training Program provides training in which of the following major areas?
1. Sexual harassment only
 2. Sexual harassment and complaint procedures only
 3. Policy procedures, leadership skills, and the EO program
 4. All of the above
- 2-18. Personnel entering the Navy for the first time are required to adapt to a military culture and which of the following environmental factors?
1. A work force makeup of mixed genders
 2. A racially/ethnically diverse living situation
 3. A highly intense work environment
 4. Each of the above
- 2-19. The Navy's equal opportunity curricula is designed in such a fashion that instruction taught at a later point in an individual's career should have what relationship with previously received instruction?
1. It should duplicate earlier skills
 2. It should reinforce and expand earlier learned skills
 3. It should nullify any earlier learned skills
 4. Both 2 and 3 above
- 2-20. Training for the Command Training Team (CTT) and the Command Assessment Team (CAT) is routinely conducted at the Chief of Naval Education and Training (CNET) training sites. CTT and CAT members may also receive training from which of the following other sources?
1. Naval Education and Training Detachments only
 2. Equal Opportunity Assistants located at major commands only
 3. Mobile Training Teams only
 4. Both 2 and 3 above
- 2-21. Training at the command level serves to reinforce EO/Sexual harassment prevention principles and requirements.
1. True
 2. False
- 2-22. What approach is used in the design of Navy EO training in the appropriate phases of a person's professional development?
1. Career sequenced
 2. Command sequenced
 3. Command selected
 4. DON selected
- 2-23. What type of training does CNET recommend for all naval personnel?
1. Sporadic updating
 2. Intermittent training
 3. Initial training only
 4. From entry into the Navy to release from active duty
- 2-24. What activity is the approving authority for the content of the Navy's EO training procedures and materials?
1. Director of Naval Training
 2. Chief of Naval Technical Training
 3. Chief of Naval Education and Training
 4. Defense Equal Opportunity Management Institute
- 2-25. Each Navy command conducts EO training for all hands. What is the title of these command-level EO workshops?
1. Command indoctrination
 2. Navy culture in the work place
 3. Navy Rights and Responsibilities
 4. Communication through Facilitation

Learning Objective: Describe the Navy's Equal Opportunity issues.

- 2-26. What instruction dictates religious freedom for all persons in the naval service?
1. SECNAVINST 1730.8
 2. OPNAVINST 3120.32
 3. SECNAVINST 5300.26
 4. OPNAVINST 1620.2
- 2-27. Commanders may issue a written or oral statement requiring that only English be spoken in the work place .
1. True
 2. False
- 2-28. Promoting morale, discipline, and effectiveness of the command is the responsibility of which of the following persons?
1. Command Indoctrination Team
 2. Equal Opportunity Program Assistants
 3. Commanders
 4. All of the above

Learning Objective: Describe the procedures for completing the Navy Equal Opportunity/Sexual Harassment Formal Complaint Form.

- 2-29. What is the primary means of reporting a sexual harassment or equal opportunity complaint?
1. NAVPERS 15620
 2. NAVEDTRA 7523
 3. NAVEDTRA 7540
 4. NAVPERS 5354/2
- 2-30. Normally, a formal complaint is submitted within at least how many days of an EO or SH incident?
1. 30
 2. 45
 3. 60
 4. 90
- 2-31. What publication is used as guidelines for a person to administer an oath for a formal complaint?
1. JAG Manual
 2. BUPERS Manual
 3. U.S. Navy Regulations
 4. Equal Opportunity Manual

- 2-32. A command advocate must be a minimum of what paygrade?

1. E-4
2. E-5
3. E-6
4. E-7

- 2-33. After the submission of a formal complaint, an investigation begins within at least how many days?

1. 1
2. 2
3. 3
4. 7

- 2-34. From notification of final resolution, how many days does the complainant have to request a higher level review?

1. 14
2. 12
3. 10
4. 7

- 2-35. A person lodged a formal complaint against another person at the command. How many hours does the command have to notify the complainant of the availability of counseling services?

1. 8
2. 12
3. 24
4. 48

- 2-36. A person may NOT submit an anonymous NAVPERS 5354/2 form.

1. True
2. False

Learning Objective: Describe the message procedures for reporting discrimination/sexual harassment.

- 2-37. An active duty discrimination or sexual harassment case not resolved within 14 calendar days must be reported to the CNO by what means?

1. OPREP
2. A naval letter
3. A standard complaint form
4. A JAG Violation Form

2-38. The abbreviation DASH is described in which of the following definitions?

1. Database for sexual harassment
2. Discrimination database, shipboard
3. Discrimination and sexual harassment
4. Documented discrimination and sexual harassment

2-39. A command would initiate a DASH incident for which of the following persons?

1. Civil service employees
2. Military personnel only
3. Military families only
4. Both 2 and 3 above

2-40. A DASH incident report is not required if an administrative separation has been approved.

1. True
2. False

2-41. A complainant has transferred to a new command. Who is responsible to file the close-out report?

1. Command of initial filing
2. The new command
3. The complainant
4. Both the new and old commands

2-42. All DASH report files are retained on board for at least how many years?

1. 1
2. 2
3. 3
4. 4

Learning Objective: Identify the duties of the Equal Opportunity Assistant.

2-43. The Equal Opportunity Assistant was formally called the EO Program Specialist.

1. True
2. False

2-44. To qualify for the command EOA, a person must possess what Navy Enlisted Classification?

1. 9515
2. 9502
3. 9501
4. 2612

2-45. When a command does not have an EOA assigned, the command should request assistance from which of the following activities or offices?

1. 2nd/3rd level commands
2. BUPERS
3. CNET
4. CNO

2-46. Who is the single point of contact for all EO matters at a command?

1. Command assessment team leader
2. Command training team manager
3. Command managed EO officer
4. Command master chief

Learning Objective: Recognize the benefits of the Navy's Equal Opportunity checklist.

2-47. A command training team member has not performed as a member of a CTT for a period of time. This person must receive updated training if he or she has not worked with a command training team for over how many months?

1. 12
2. 24
3. 36
4. 48

2-48. Command assessments are retained on board for what maximum number of months ?

1. 12
2. 24
3. 36
4. 48

Learning Objective: Identify the plan of the day notes used to emphasize the Navy's Equal Opportunity issues.

2-49. The "Reasonable Person" standard is identified in which of the following definitions?

1. A cheerful person
2. An understanding person
3. A person in standard agreement with others
4. To determine if the behavior is discriminatory or harassment

- 2-50. The Informal Resolution System was established for which of the following reasons?
1. To determine the severity of an offense
 2. To quickly resolve a complaint
 3. Both 1 and 2 above
 4. To resolve a complaint at the lowest level
- 2-51. What is "Red Zone" sexual harassment?
1. Acceptable behavior
 2. Unacceptable behavior
 3. Inappropriate behavior
 4. Offensive to a few people
- 2-52. What is "Yellow Zone" sexual harassment?
1. Acceptable behavior
 2. Unacceptable behavior
 3. Inappropriate behavior to all
 4. Inappropriate behavior to most
- 2-53. What is "Green Zone" sexual harassment?
1. Acceptable behavior
 2. Unacceptable behavior
 3. Inappropriate behavior to all
 4. Inappropriate behavior to most
- 2-54. Under the direct approach IRS method, a recipient of sexual harassment may elect to resolve a complaint at what level?
1. Directly with the offending person
 2. Commander's or counselor's level
 3. Commander's level only
 4. Captain's mast
- 2-55. The Latin term "quid pro quo" relates to which-of the following terms?
1. Something for nothing
 2. An equal exchange or substitution
 3. Offer nothing, receive nothing
 4. Work hard, play hard
- 2-56. When, if ever, should command investigating officers give their opinion to a witness or a concerned party?
1. At the beginning of an investigation
 2. At the conclusion of an investigation
 3. After all the facts have been gathered
 4. Never
- 2-57. In what order, if any, should an IO list the objectives of an investigation?
1. Develop a plan, comply with command requirements, review allegations
 2. Review allegations, comply with command requirements, develop a plan
 3. Review allegations, develop a plan, comply with command requirements
 4. None; no specific order is necessary
- 2-58. Real evidence used in conjunction with a complaint is identified by which of the following examples?
1. A shoe
 2. A birthday card
 3. A bouquet of flowers
 4. All of the above
- 2-59. During an interview, you should never interrupt the interviewee under any circumstances.
1. True
 2. False
- 2-60. When, if ever, is it permissible to tape record an interview?
1. Only if the interviewee does not know it is being taped
 2. Only if the interviewee gives his or her permission
 3. When the person is guilty of the offense
 4. Never

Learning Objective: Identify the Command Investigating Officer's guidelines for investigations.

STUDENT COMMENT SHEET

THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, REPORT COURSE ERRORS, OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

NOTE: IF YOU HAVE NO COMMENTS, YOU DO NOT HAVE TO SUBMIT THIS FORM.

FROM: _____ Date _____

RATE/RANK/GRADE, NAME (FIRST, M.I., LAST)

STREET ADDRESS, APT #

CITY, STATE, ZIP CODE

DSN: _____
Commercial: _____
FAX: _____
INTERNET: _____

To: CNET
CODE OOQ
250 DALLAS ST
PENSACOLA FL 32508-5000

Subj: *EQUAL OPPORTUNITY IN THE NAVY*, NAVEDTRA 13099-E

1. The following comments are hereby submitted:

PRIVACY ACT STATEMENT

UNDER AUTHORITY OF TITLE 5, USC 301, INFORMATION REGARDING YOUR MILITARY STATUS IS REQUESTED TO ASSIST IN PROCESSING YOUR COMMENTS AND IN PREPARING A REPLY. THIS INFORMATION WILL NOT BE DIVULGED WITHOUT WRITTEN AUTHORIZATION TO ANYONE OTHER THAN THOSE WITHIN DOD FOR OFFICIAL USE IN DETERMINING PERFORMANCE.

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DEPARTMENT OF THE NAVY

**CNET
CODE OOQ
250 DALLAS ST
PENSACOLA FL 32508-5000**

OFFICIAL BUSINESS

**CNET
CODE OOQ
250 DALLAS ST
PENSACOLA FL 32508-5000**

PRINT OR TYPE

TITLE _____ NAVEDTRA _____

NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.

City or FPO State Zip

RANK/RATE _____ SSN _____ DESIGNATOR _____ ASSIGNMENT NO. _____ DATE SUBMITTED _____

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____

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